



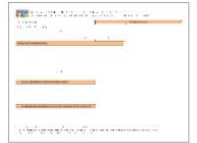
NEED SOME HELP?

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How do I apply for the DDW?

The first step in the process is to complete the [HCBS Registration Form](#). You may register by phone with an Eligibility Worker or submit the form by mail, by fax or in person. The date the registration form is received by DDSD is your Central Registry registration date. The registration date is important because if you are found eligible for DD Waiver services, you will receive an offer based on that registration date.

After the regional DDSD office receives the registration form, an Eligibility Worker will mail you a packet of information containing a Letter of Interest with the Eligibility Worker's contact information, an application and releases of information. All individuals applying for DDW have 60 days to return the application packet and supporting documentation. If the packet has not been returned or the Eligibility Worker has not been contacted, a Closure Warning Letter is sent. This letter is notification that your registration will be closed in 30 days if the completed application form has still not been returned or if the Eligibility Worker has not been contacted within that timeframe.



Who determines eligibility?

An eligibility worker reviews information you, your guardian, and/or your authorized representative submit to DDSD. Then they determine eligibility for DD Waiver programs. This documentation may include:

- Individual Educational Plan (IEP)
- Review of Existing Evaluation Data (REED)
- Multidisciplinary Evaluation Reports
- Neuropsychological Evaluation
- Psychological Evaluation
- Medical Records
- Therapy Notes

Please provide us copies of your paperwork and keep the originals for your records.

All documentation is accepted and reviewed based on the current definition of eligibility. Individuals who have certain conditions or mental health diagnoses, in addition to DD and/or a related condition, receive a second level review by a licensed practitioner to make sure the individual matches the DD criteria.

If you are eligible, you will receive a "Yes Match" letter indicating your name is on the wait list for services based on your registration date. There is an extensive wait list, so it could be several years before you receive DD Waiver services.